



Class Title: Planner

Pay Grade: 8

FLSA Designation: Covered

Established: 5-10

Revised: 3-14

Class Summary/Primary Function

The principal function of an employee in this class is to assist in: processing development applications and staff reports; providing recommendations to the Planning and Zoning Commission; assisting in the preparation of, and updates to, the comprehensive plan; preparing other plans, reports, and special studies and analyzing development applications for compliance with county regulations, standards, and state statutes. This position is responsible for developing and managing planning and research projects. The work is performed under the supervision of the Planning Administrator but latitude is allowed for independent judgment and initiative. The principal duties of this class are performed in a general office environment and with some field work required. An employee in this class may frequently be required to work evenings.

Essential Duties and Responsibilities (will vary by assignment)

- Process and review land use applications (zoning and subdivision), meets with applicants regarding compliance, and follows-up;
- Responds to citizens' questions and comments in a courteous and timely manner, including general public outreach and education including preparing documents for website publication, press releases, coordination of public meetings;
- Help facilitates long-range planning activities, including periodic updates of the county's comprehensive plan and land use code amendments;
- Assists in preparing other community plans, planning reports, and special studies;
- Coordinates and conducts planning-related projects;
- Develops and manages planning and research projects as directed by the planning administrator;
- Assists in preparing ordinance amendments;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Provides back-up review of agendas, minutes, public notices, and landowner notifications to ensure accuracy and conformance to procedures;
- Maintains working relationships with departments and agencies to coordinate functions;
- Assists the Planning Administrator prepare for and document Planning and Zoning Commission meetings, provide accurate and current findings of fact documentation, and prepare staff reports;
- Provides preliminary explanations and interpretations of the County's land use plans, maps, regulations and related Idaho statutes;
- Communicates planning and zoning policies and decisions to affected parties;
- Assists with monitoring tracking procedures to help ensure compliance with all land use regulations and conditions of approval;
- Attends planning-related meetings, hearings, conferences and training sessions; participates in professional planning organizations;
- Assist in grant writing for planning related grant opportunities
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities:

- Regularly reviews publications, memos and/or directives to become and remain current on the principles, practices and new developments in assigned work areas;
- Performs other related duties as required.

Competency Requirements:**Knowledge of:**

- Principles and practices of planning, zoning, community development;
- Local government operations, policies, procedures, departmental relationships and politics;
- Research, writing and presentation skills;
- Effective public presentation and public relations skills;
- Operation of standard office equipment, including a personal computer;
- Job-related software applications, including, but not limited to, GIS and Microsoft Office;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the department;
- Interpret and clearly explain County planning functions, policies, and procedures;
- Prepare, review, and maintain accurate and reliable files, records, reports, databases, presentations, regulatory documents, and correspondence, determining content and follow-up, if required ;
- Represent the County and negotiate outcomes desirable to the County;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Prepare accurate, complete and reliable reports, presentations and regulatory documents;
- Identify specific requirements for various situations related to planning, zoning and facility management;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Develop creative and effective resolutions to simple and complex problems;
- Assist with determining priorities and making work assignments, follow-up to ensure desired results, and document actions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial; Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- Bachelor's degree in Urban or Regional Planning or closely related field; and
- One (1) year of experience in local government planning; or
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs.; to work in an office environment; and to maneuver around construction or field sites.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, climbing stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.